



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO
ForO 1050.2A
G-1
JUN 11 2007

FORCE ORDER 1050.2A

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE
ABSENCE

Ref: (a) U.S. Navy Regulations, 1973
(b) MCO P1050.3H
(c) MCO 1130.62B

Encl: (1) Liberty Limits Map

1. Situation. To promulgate leave and liberty regulations for Marine Forces Reserve (MARFORRES).

2. Cancellation. ForO 1050.2.

3. Mission. Reference (a) through (c) set forth policies and instructions governing leave, liberty, and administrative absence. Regulations contained herein are consistent with such directives and amplify those policies as they pertain to MARFORRES.

4. Execution

a. Vacations and short periods of rest from duty provide benefits to the health and welfare of our Marines which is necessary for the maintenance of maximum effectiveness. Accordingly, all personnel will be afforded the opportunity and encouraged to take annual leave, as accrued, to the extent consistent with military requirements.

b. All Marines are personally responsible for keeping themselves informed of their correct leave balance and ensuring that their requests for leave are within the amount to which they are entitled.

c. Staff Non-Commissioned Officers (SNCOs) and Officers departing on and returning from leave will complete check-out and check-in procedures utilizing Marine On-Line.

d. Unit commanders will publish leave and liberty regulations containing pertinent policies and guidelines established herein.

5. Administration and Logistics

a. Leave

(1) Unit commanders are authorized to grant leave to assigned personnel as set forth in paragraph 1003 of reference (b), subject to procedures as set forth in this Order.

(2) MARFORRES General Staff Officers, Special Staff Officers (not under the cognizance of a MARFORRES General Staff Officer), and the Commanding Officer, Headquarters Battalion (MARFORRES), will submit their leave authorization requests to the MARFORRES Chief of Staff for approval. All other MARFORRES Staff Officers will have their leave authorization requests approved by the cognizant MARFORRES General or Special Staff Officer.

(3) Commanding Officers/Inspector-Instructors/Officers in Charge of Detachments, 3d and 4th CAG, 3d and 4th ANGLICO, and Intelligence Support Battalion will submit their leave authorization requests to MARFORRES Vice Chief of Staff for approval. All other subordinate Commanding Officers/Inspector-Instructors will submit their leave authorization requests to their higher Headquarters for approval.

b. Foreign Travel. Commanding Officers/Inspector-Instructors/Officers in Charge of Detachments, 3d and 4th CAG, 3d and 4th ANGLICO, and Intelligence Support Battalion may approve foreign travel. Personnel authorized foreign travel will provide a briefing concerning both the threat posed to their safety and precautions that should be taken to minimize their vulnerability prior to their departure. Information may be obtained from the following sources: the most recent travel security advisory; local G-2; local NCIS resident agency; DoD Foreign Area Clearance Guide (distributed on a limited basis in USMC). The approving authority must ensure that the individual Marine meets all prerequisites for foreign travel, i.e. passport, visa, letter of invitation.

c. Terminal Leave

(1) All requests for terminal leave from Active Component and Active Reserve Component Colonels, Sergeants Major, and Master Gunnery Sergeants retiring from MARFORRES will be approved by the MARFORRES Chief of Staff.

(2) Submit requests via AC/S G-1. Requests will be submitted not later than six months before the planned retirement date. Earlier requests are encouraged. Terminal leave requests, including requests for permissive temporary additional duty (PTAD), will be in standard naval format and include the following enclosures: Career Retirement Credit Report, current Leave and Earnings Statement, chronological listing of proposed TAD and leave dates, computation of effective leave period, and reason PTAD is required. Requests not meeting these criteria may be disapproved.

d. Liberty

(1) Liberty may be granted from the end of normal working hours to the next normal working day. This period includes normal overnight liberty, normal weekend liberty, and weekend liberty which is extended by a holiday falling on a Friday or Monday.

(2) Special Liberty will be authorized by the MARFORRES General or Special Staff sections and the Commanding Officer, Headquarters Battalion (MARFORRES), for personnel under their supervision. Special liberty for MARFORRES General and Special Staff Officers will be authorized by the MARFORRES Chief of Staff.

(3) Special Liberty may be granted by Commanding Generals of 4th MarDiv, 4th MAW, 4th MLG, and MOBCOM; Commanding Officer, Headquarters Battalion (MARFORRES); and Commanding Officers/Inspector-Instructors/Officers in of Force Units for specified periods which include normal working hours, subject to limitations set forth in paragraph 3002 of reference (b). Permission may also be granted to exceed the travel limits prescribed in paragraph 5d(5).

(4) Officers and SNCOs shall not be required to carry written evidence of special liberty or permission to exceed normal liberty limits, however, Sergeants and below will be issued a Liberty Request/Out of Bounds form (NAVMC 10471) on such occasions.

(5) The following travel limits have been established for liberty by MARFORRES units located in the New Orleans Metropolitan area. Liberty limits for MARFORRES units located throughout the Continental United States will be as prescribed by the senior MARFORRES organizational commander at that location:

Overnight Liberty	100 miles
Weekend 48 Hour Liberty	200 miles
72 Hour Liberty	300 miles
96 Hour Liberty	400 miles

6. Command and Signal. The following additional information will be brought to the attention of all personnel.

a. Authority Over Military Personnel

(1) Military Police, Shore Patrols, Air Patrols, Officers, Petty Officers and Non-Commissioned Officers of the Armed Forces are authorized to apprehend anyone who is guilty of committing a breach of peace, disorderly conduct, or any other offense which reflects discredit upon the uniformed services. Personnel on leave or liberty are subject to this authority.

(2) Petty Officers, Non-Commissioned Officers, and enlisted members performing guard or police duties should apprehend a Commissioned Officer or a Warrant Officer offender only pursuant to specific orders of a Commissioned Officer, except when this action is necessary to prevent disgrace to service; the commission of a serious offense; or escape of one who has committed a serious offense. In all cases involving the apprehension of Commissioned Officers and Warrant Officers by Petty Officers, Non-Commissioned Officers, and enlisted members performing guard or police duties, the individual effecting the apprehension will, immediately thereafter, notify the officer to whom he/she is responsible or an officer of the Air Force Security Police, Military Police, or Shore Patrol.

(3) Those exercising the above authority are informed to do so with judgment and tact. Apprehension should not be resorted to where corrective measures will suffice.

b. Instructions Concerning Emergency Medical Treatment

(1) If a Marine should have a medical or dental emergency away from the assigned duty station, aid will be requested from the nearest Uniformed Services activitiy or other federal medical or dental facility.

(2) If the foregoing is not feasible, in a bona fide emergency situation, a Marine may obtain treatment from any source at government expense.

(3) If a Marine on leave or liberty is hospitalized, the Marine's Commanding Officer or the nearest Marine authority should be notified and instructions requested. If permitted to revert to a leave status upon release from hospital, the Marine should notify his Commanding Officer on the date of release. In any event, the leave authorization will be endorsed or annotated to show (over the doctors signature), the place hospitalized, the date of release, and diagnosis.

(4) Regardless if hospitalization is required, any time emergency medical or dental treatment is obtained from civilian sources, the Marine is responsible for obtaining bill for care received. The bill will be received in quadruplicate, itemized to show the dates on or between which services were rendered or supplies furnished, and the nature of the charges for each item.

A handwritten signature in dark ink, appearing to read 'R. E. Braithwaite', with a stylized, sweeping flourish at the end.

R. E. BRAITHWAITE
Executive Director

DISTRIBUTION: D

Liberty Limits Map

New Orleans, LA

